**POSITION DESCRIPTION**

**ORGANISATION:** Advocacy for Disability Access and InclusionSA

**POSITION:** Advocate, Disability Royal Commission –

**LOCATION:** 149 Currie Street Adelaide SA 5000

**CLASSIFICATION**: Level 4 - Social, Community, Home Care & Disability Services
Industry Award 2010

**EMPLOYMENT TYPE:** Fixed term contract to 30 June 2022

**TIME FRACTION:** 0.8 FTE

**BACKGROUND TO ADAI INC**

Advocacy for Disability Access and Inclusion (ADAI)is funded by the Federal Department of Social Services to provide individual advocacy services to people with a disability living in South Australia. It has a central office in Currie Street Adelaide.

**POSITION SUMMARY**

The Advocate, Disability Royal Commission, assists ADAI to meet its strategic objectives and funding obligations by ensuring the provision of appropriate information, support and advocacy to individuals and families of a person with disability. Services provided pertain to client issues and align with the remit of organisation. ADAI does not provide emergency, crisis or case management services. Staff are located at the Adelaide office and services are predominantly provided directly from those offices.

The Advocate, Disability Royal Commission, provides assistance, support and services for people with disability and carers as part of the Disability and Carer Support program. In particular, they deliver advocacy support to people affected by the Disability Royal Commission throughout South Australia (the region). Advocacy support can be face to face as well as via telephone discussions, email, online and providing information to enable clients to self-advocate. The primary role of the Advocate, Disability Royal Commission is to ensure that clients are sufficiently informed about the Disability Royal Commission to enable them to make their own choices regarding taking part in the Royal Commission, have their rights and interests respected and get the help they need to participate.

**REPORTING RELATIONSHIP**

Reports to the Senior Advocate, Disability Royal Commission.

The Advocate, Disability Royal Commission will liaise effectively with all clients and stakeholders and work cooperatively and respectfully in a team environment with all other ADAI staff, the Chief Executive Officer and the Board of Management.

**RESPONSIBILITIES**

The Advocate, Disability Royal Commission will work with the Senior Advocate, Disability Royal Commission, to develop, manage and maintain an appropriate workload.

The Advocate, Disability Royal Commission is accountable for the efficient and effective provision of advocacy services as well as a range of administrative and reporting activities and requirements in line with DSS Disability and Carers Support Program contractual obligations and ADAI’s policies and procedures.

The Advocate, Disability Royal Commission will employ a range of methods to provide advocacy support to clients, including self-advocacy information, electronic newsletter updates and personal contact.

The Advocate, Disability Royal Commission is also responsible for the regular review, identification, updating and input to ADAI written documents and information contained

* on its website
* in organisational documents
* in client related information/documents

The Advocate, Disability Royal Commission ensures the information provided to clients and key stakeholders is current and relevant. The advocate sources new data and information relating to the Disability Royal Commission and the disability sector in general, which may impact on client situations and needs.

The Advocate, Disability Royal Commission provides data for required statistical and other reporting and participates in ADAI’s quality assurance reviews and to meet funding body requirements.

**DUTY STATEMENT**

* Provide advocacy, information and referral services relating to the Disability Royal Commission, and other issues as required, to people with disabilities, their families and primary carers
* Identify self-advocacy paths for individual consumers to manage their own involvement in the Disability Royal Commission, and support them along those paths
* Contribute to the development of self-advocacy tools
* Prepare submissions to the Disability Royal Commission
* Provide information and support to workers and agencies working with people with disabilities and who seek services on behalf of their consumers
* Provide advocacy, information and referral services to people with disabilities, their families and primary carers
* Ensure records are kept accurately and in a timely manner
* Contribute to reporting requirements that meet the governance and contractual requirements of the organisation
* Contribute to organisational development as part of the team
* Maintain currency in the disability field and in issues affecting the lives of people with disabilities
* Participate in performance development and training, utilize networks, and attend professional development as required
* Promote, maintain and contribute to their own, and the team’s, health and safety
* Attend regular staff meetings
* Maintain industry standards and legislative obligations.

**Administration and Reports**

* Collect and maintain client information on the NDAP/DEX/ADAI database and systems
* Collate data and draft other reports as necessary

LEVEL OF RESPONSIBILITY

Tasks are performed under the direction of Senior Advocate, Disability Royal Commission.

Decisions are generally made within the scope of established policies, procedures and guidelines however a flexible and creative approach in achieving successful outcomes for clients is expected.

POSITION RELATIONSHIPS

The Advocate, Disability Royal Commission must relate in a respectful, effective and positive manner with

* all other ADAI employees and clients and supporters
* members of the Board of Management
* the Chief Executive Officer
* Disability Royal Commission personnel
* external service providers
* regulatory and funding body employees

SELECTION CRITERIA - ESSENTIAL

* Extensive experience in a similar environment which has provided transferrable skills and experience.
* Appropriate tertiary level qualifications combined with demonstrated relevant experience;

*Or*

* Vocational qualifications and significant experience in a relevant role with a comparable skill set;

*Or*

* Non- accredited qualifications with substantial years of highly relevant experience.

*And*

* Demonstrated ability to prepare written submissions and assist others to do so
* Demonstrated ability to develop engagement tools and facilitate engagement activities and events
* Demonstrated high level of interpersonal skills including the ability to work effectively, cooperatively and respectfully in a range of situations
* Demonstrated ability to work with a diverse range of people at all levels within and outside of the organisation
* Demonstrated ability to provide effective respectful advocacy support for clients with a wide range of disabilities through all aspects of an advocacy process supported by ADAI
* Demonstrated ability to differentiate between advocacy and other forms of support not provided by ADAI
* Demonstrated high level negotiation skills and communication skills including experience in developing and maintaining effective relationships with clients on matters that may be complex
* Demonstrated sound knowledge of and competence in the use of Microsoft suite of programs and the internet
* Demonstrated organisational skills and capacity, to act independently using discretion, and sound judgement
* Demonstrated experience in working flexibly to provide an appropriate and responsive service to clients.

DESIRABLE

* Experience working in a community services advocacy role or with people with disability.
* Advocacy experience
* A Current unrestricted driver’s licence.

**SPECIAL REQUIREMENTS**

* Employment is subject to a satisfactory national police and required clearances
* The organisation is funded until 30 June 2022 and there can be no expectation of employment after that date
* Appointment is subject to adherence to ADAI’sCode of Conduct
* Undertake out of hours work as required. Extra time compensated by time-in-lieu
* Voluntary staff salary packaging arrangement may be available.